



City of Monterey Park

320 West Newmark Avenue, Monterey Park, CA 91754
BUILDING DIVISION T.626.307.1300 F.626.307.1482

PLAN CHECK SUBMITTAL REQUIREMENTS

PERSON PREPARING THE PLANS: Plan check submittals, other than those for cosmetic alterations or for wood-framed dwellings designed strictly in accordance with conventional construction provisions of the 2010 California Residential Code as amended by the City, shall be prepared by an architect or engineer registered with the State of California. All plans must bear the signature of the person who prepares the plans, whether the person is a licensed design professional or not.

PLOT PLAN: Plot Plan or Site Plan should include the **assessor's parcel number** and the **building address**. Show all buildings, patios, driveways, retaining walls, fences and swimming pools on the lot, and indicate the north direction. Dimension the distance between buildings and the setback of structures from the property lines. For residential additions or alterations, indicate the direction of rainwater run-off. For new constructions, a **Grading or Drainage Plan** prepared based on a topographic survey is required. For new constructions, the plot plan should also show the size of **water meter and house line** and the path and size of **building sewer**, location of cleanouts, and the invert elevation of lateral at the property line. A legal or letter size copy of the plot plan shall be filed with the Building Division for permit records before a Building Permit is issued.

ENERGY COMPLIANCE: Energy compliance documentation shall be submitted whenever there is a change to the "conditioned" space. For non-residential buildings, either one of the following would trigger the current energy requirements: (1) Increase in the lighting wattage; (2) 50% or more of the existing lighting fixtures are replaced. Energy compliance documents shall be incorporated in the first two sheets of the plans. The City scans blueprints for record keeping. "Sticky-back" on plans is not recommended, and no tape or staple attachment will be accepted.

STRUCTURAL OBSERVATION (S.O.) AND SPECIAL INSPECTION (S.I.): The architect or engineer shall complete the S.O. and S.I. programs and designate the structural observer and applicable special inspectors using the city's prescribed forms, and incorporate the completed forms in the first two sheets of the plans. No tape or staple attachment will be accepted.

CONDITIONS OF APPROVAL: All conditions of approval imposed on the project in the discretionary process shall be incorporated in the first two sheets of the plans. No tape or staple attachment will be accepted.

MECHANICAL, ELECTRICAL AND PLUMBING PLANS: These plans shall be prepared by an architect or an engineer of appropriate discipline. Mechanical plans are required for type I or II hoods, mechanical ventilation system, stair pressurization, product conveying system and air conditioning system where the *aggregate* input capacity for heating or cooling is over 500,000 BTU. Electrical plans are required for first-time tenant improvement and for any installation over 600 volts or 400 amperes. Plumbing plans are required for non-residential buildings, including hotels and motels, and for residential buildings where the size of waste line, water supply or gas piping exceeds those prescribed in Tables 6-5, 7-5, 7-8 and 12-3 of the Plumbing Code.

Public Bulletin:
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(Continued)

SOILS AND GEOLOGICAL INVESTIGATION REPORT: A soils investigation report is *recommended* for any project in this city due to the expansive soils and hilly topographic nature. It is *mandatory* if any proposed retaining wall exceeds 6 feet in height or the footing setback from the slope deviates from the default requirements in the Building Code. Slabs-on-grade and footings supporting bearing walls must take the effect of expansive soils into design consideration, and therefore the soils report should provide proper data as required for the design. In addition, a *geological report* is required when the project falls within the scope of the City's *Hillside Ordinance*.

TEXT SIZE: Hand-written letters in the plans shall be no smaller than 1/8" in height. Typed letters should be no smaller than 10-point in size.

NUMBER OF SETS TO SUBMIT: Three complete sets of plans are required for plan check submittal. Plus one architectural set. When part of the plans are submitted separately to other review agencies (e.g. Health Department, Industrial Waste Division or Public Works Department), they should also be included in the submittals to Building Division. *Additional sets of plans will speed up the plan review process, when more than two departments are involved.*